

PLEASANT VALLEY FIRE DISTRICT

RECORDED MINUTES OF REGULAR BOARD MEETING, October 18, 2023 These minutes will be submitted for approval at the November 15, 2023 Board Meeting

The public is encouraged to provide feedback to the PVFD Board by letter to PO Box 97 or to the PVFD Chief by letter to PO Box 303 both in Young, AZ 85554.

- 1) The meeting was held at the fire hall and called to order by Kathy Hunt at 17:30.
- 2) Pledge of Allegiance was recited by all in attendance.
- 3) **Roll call and confirmation of a quorum:**
 - a. **Board Members present:** Kathy Hunt – Chair, Peter Elenius - Clerk, Bob Turner – Member; Kathy stated that a quorum was present.
 - b. **Board Member(s) not present:** Ted Tucci – Treasurer
 - c. **FD staff present:** Chief - Mark Stratton by phone, Terri Swanson
 - d. **Public present:** none
- 4) **Call to the public:** none
- 5) **Approval of Minutes of the:**
 - a. **Regular Session September 20, 2023** – Bob made a motion to accept the minutes of the September 20, 2023 meeting, Peter seconded, and the motion carried unanimously.
- 6) **Reports and Correspondence:**
 - a. **Chief's Report:** Mark gave the Chief's report, which is attached.
 - b. **Admin's Report:** Terri gave the Admin's report, which is attached.
 - c. **Treasurer's Report for September 2023:**
 - County Balance in General Funds less uncleared warrants of \$ 17,178.65
 - Capital Reserve balance of \$ 87,152.97;
 - Pension Fund balance of \$ 25,343.66;All reviewed the Treasurer's report. Peter made a motion to accept the September Treasurer's report, Bob seconded and the motion passed unanimously.
- 7) **Legislative Report: no updates.**
- 8) **Business: Information/Discussion/Vote**
 - a. **Service call billing status** – See admin report.
 - b. **Operations SOPs review & approval** – Tabled
 - c. **Propane pre-buy contract review and approval** – Bob made a motion to approve the propane pre-buy, Kathy seconded and the motion passed unanimously.
 - d. **Cheyenne's resignation and discussion/vote if she met her EMT repayment obligation** – The Chief stated that Cheyenne will be moving to Reserve status and will attend one training per month. Terri will locate her contract for review at the next board meeting.

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- e. Restructuring Chief's pay for period while gone tending to father's estate sale** – Mark has to make several 4-5 day trips to Colorado to prepare his father's house for sale over the next month. General discussion that while he will not be physically present, he will be available by email and phone to deal with department business. Kathy made a motion to thank the Chief for his consideration of restructuring his pay during this period. Peter seconded and the motion passed unanimously.

9) Items for Future Agendas

1. Service call billing status
2. Operations SOPs review & approval
3. Board SOP review
4. Cheanne EMT contract review
5. Board vacancy

- 10) Adjournment** – Kathy made a motion to adjourn at 17:55, Bob seconded and the motion carried unanimously.



Pleasant Valley Fire Department

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PO Box 303 928-462-3489 Controlled Burns
Young, AZ 85554 pvfdadmin@mtecom.net

Serving the Community of Young, Arizona since 1977

PVFD Chief's Report for September 2023

Board Meeting October 18, 2023

Calls for August:

7 EMS 0 Stage Events 0 Fires 14 Control Burns 0 Cancelled Call
1 Patients Flown; 0 by Ground Transport; 1 Ground Transport Refusal
0 Air Refusal; 1 Public Assist and 0 Deceased
Calendar YTD, 126 calls
There were no FF/EMS injuries reported.

Training:

Dispatch Trainings: @ 10am once a month/last Friday of the month.
New Times for the following trainings.....
EMS every other Tuesday @ 0700 hrs.
Fire Training every other Tuesday @ 0700 hrs.

Maintenance still Needed:

- Rain gutters to be put up
- Pipes at other station to be insulated
- Drip on water truck to be fixed.

CHIEF NOTES:

Chief's notes for September 2023

- Continued monitoring the Valentine fire
- Scheduled a front-end alignment for R-610
- Scheduled training with APS
- Monitored and responded to calls when home
- Gila County Chief's rescheduled for next week
- Checked in with Chief Morris from Hellsgate to stay current on upcoming events

Admin Report for September 2023

CALENDAR REMINDERS:

- Prepare Monthly Financials
- Order Office Supplies
- Pay Accounts Payable and send the County details (called positive pay)

- Pick up the mail
- Check emails daily

- Worked with Griffin propane on a Pre Buy at a discounted rate of \$2.59 a gallon if 2501 gallons or more are purchased. Total cost with Tax is \$7091.67 if approved by the Board.
- Nothing new on Fire Recovery for Joe and Linda Duarte in Haigler as of June 29, 2023...this claim has gone to collections.
- Received 2 checks for \$500.00 each on 2 Recovery claim's with the Department of Forestry and Fire Management. Sent both checks to Gila County to deposit into account 865.
- Received another \$500.00 Recovery Check that will be in next months report from the Department of Forestry and Fire Management. Sent check to Gila County to deposit into account 865
- I have 2 more recovery claims that I will submit once I get all paperwork/reports from the dispatcher/FF
- The 611 station on Ghost Rider was using more propane than normal...Chief checked inside and everything was turned off, so I called Griffin to do a leak check. I was told I would get a call back and never did...I called again and was told the same thing...last week I left 3 different messages, so on my way to the office, I stopped at the 611 station Monday this week and I heard a leak and smelled propane..called Griffin again and Shannon answered this time, and had the Manager Charlie drive to Young and met me there and the regulator was bad. Charlie said he would work with Shannon to give us a credit. I haven't heard anything yet.
- Still working on organizing files
- Working with CPA on year end for 2022/2023
- Helping with Dispatching still while short handed